



Training Opportunity

Course Title:	Introduction to Federal Budgeting (16 CPE)
Date(s)/Time:	December 6-7, 2004 800am-430pm
Location:	Sparkman Center, Bldg 5304, Room 4370
Tuition:	\$300
Vendor:	USDA Grad School
Course Manager:	Louise Olszewski at Louise.Olszewski@cpocscr.army.mil 256 842-6670/DSN 788-6670
Cancellation Policy	If reservation is cancelled, you may substitute another employee after registration deadline.

Prerequisite: None

Course Description:

Receive a solid introduction to the principles and concepts you need to carry out your current budget responsibilities. This course also provides for 16 Continuing Professional Education (CPE) credits.

This course is designed for anyone with funds control responsibilities. You will learn how to develop goals and prepare and modify a budget. Topics covered include key players and their roles; appropriation types; and their characteristics; the four phases of budgeting; and the purpose of mid-year reviews.

Registration Information:

Registration Deadline: Nov 5, 2004

Participants should follow local training request procedures for approval to attend this course. After receiving approval, your organization's credit card holder should complete and fax the payment authorization sheet to the course manager, Louise Olszewski prior to the registration deadline. To cancel your registration or substitute another employee, contact Louise Olszewski at Louise.Olszewski@cpocscr.army.mil or 842-6670.

Additional Information: Registration is not complete until the Payment Authorization Sheet is faxed to Louise Olszewski, the course manager, at the South Central Training and Learning Center (TLC) at 256 876-3627/DSN 876-3627. Click here for a form-fillable [payment authorization sheet](#) – after completing the form online you must print the document and fax it to the TLC. You will **not** be able to email or save the completed document.

Redstone Arsenal Employees: Registration in TIPS alone for the subject course will not register you for the course. The registration process is not complete until the SC CPOC receives your payment authorization sheet completed by you and your credit card holder. It should be faxed to our office at 876-3627 to secure your slot in the course. This is regional training and as such the registration process requires this additional step.

Class size is limited to 25 participants.

South Central Region Human Resources Development
Payment Authorization Sheet

This document confirms approval of the following individual(s) to attend this training program and authorizes the vendor to charge the listed tuition amount to the attendee's organization. **If multiple employees are attending from the same organization attach a separate sheet listing each additional employee's name, phone number and e-mail address.** Fax completed document(s) to: **256-876-3627 (DSN 746-3627)**. If you have questions, please call Louise Olszewski, 256 842-6670 (DSN 788).

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Training Location: Sparkman Center, Bldg 5304, Room 4370 – Redstone Arsenal, AL

Start Date: December 6-7, 2004 800am-430pm
Tuition: \$300
Vendor: USDA Grad School

Employee Name:
Course Date:
Organization:
Installation:
Phone number:
FAX number:
E-Mail Address:

Cardholder Name
Cardholder phone number
(commercial number with area code)

Payment Information ☐

Please charge the tuition amount to:
Purchase Card #:

☐

Expiration Date _____
Please contact the cardholder listed above to obtain
purchase card information.

Receipt Information ☐

☐

I do not require a receipt for this service **OR**

☐

Please send receipt to (provide address, fax and/or
e-mail):

E-Mail (Optional)

Commercial FAX Number (Optional):

SCCPOC HRD V1.4

Signature of purchase card holder

Date